

# Records Management Role Designation

## Key Points:

- Each State Agency (see La. R.S. 44:402 for definition) is required by La. R.S. 44:411 and Title 44 to complete a number of different activities related to records management.
- The Role Designation form (SSARC-941) is used to designate records coordinators (people who assist the Agency Records Officer (liaison) and records center coordinators with the State Archives Records Management Program.
- The form can also be used to designate legal and IT representatives for records management related topics (such as imaging exceptions or legal holds).
- There is no deadline for any of these designations. However, once made, the Archives' Records Management Program should be notified within 30 days if a person leaves or position changes.
- It is NOT necessary for the Chief Executive to sign any of these designations.
- It is recommended that the Agency Records Officer (Liaison) should sign the forms.
- These forms must be submitted by the Agency Records Officer (Liaison).

## Completing the Form:

- Read and/or review the Louisiana State Archives | Records Management Program | Procedures document for the Records Management Role Designation Form (SSARC-941).
- Procedures for completing forms can be found on the [Get Forms](#) section of the Records Management area of the Louisiana Secretary of State's website. Visit <http://www.sos.la.gov/records> to access the Records Management area.

## Method of Submission:

- Signed designation forms can be submitted to the Records Management program via email to [recmgt@sos.la.gov](mailto:recmgt@sos.la.gov); by fax to (225) 922-1220 Attn: Records Management or via U.S. mail to: Records Management (941), Louisiana Secretary of State, P.O. Box 94125, Baton Rouge, LA 70804.
- If submitting by email or fax, it is NOT necessary to mail the original.

## Who to contact regarding Designations:

- Agencies that have a question regarding their designation including: past designees of agency, current designee status of agency, how to complete the form, questions about how to proceed should be sent via email to [recmgt@sos.la.gov](mailto:recmgt@sos.la.gov) or faxed to (225) 922-1220. If you need to speak to someone, please contact one of our Records Analysts at either (225) 362-5181 or (225) 362-5182.